<Team Logo>

<Project Name>

Project Proposal

Version <1.0>

Prepared by:

<Authors>

**Date created <>**

Signature Page

[Guidelines

* *Students can decline to sign, or teams can refuse to let a member or members sign*
* *Students who do not sign receive a grade of zero on the document]*

I did my share of the work, and I have a general understanding of the contents of the assignment

Name Signature

-------------------------------------------------------------------------------- --------------------

-------------------------------------------------------------------------------- --------------------

-------------------------------------------------------------------------------- --------------------

-------------------------------------------------------------------------------- --------------------

-------------------------------------------------------------------------------- --------------------

Report Evaluation and Credits

[Guideline

* *Specify (as a percentage) each member’s contribution towards the development of various report tasks]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Score** | **Max** | **Member Name** | | | | |
|
| **Organization** |  | **10** |  |  |  |  |  |
| **Clarity and Conciseness** |  | **10** |
| **Appearance and Neatness** |  | **10** |
| **Grammar** |  | **-30** |
| **Spelling** |  | **-30** |
| **Punctuation** |  | **-30** |
|  |  |  |
| **Cover Page and Credits Page** |  | **5** |  |  |  |  |  |
| **Table of Contents** |  | **5** |  |  |  |  |  |
|
| **1.1 Team Members Overview** |  | **50** |  |  |  |  |  |
|
| **1.2 Team Members Personality Types** |  | **50** |  |  |  |  |  |
|
| **1.3 Team Members Skills** |  | **50** |  |  |  |  |  |
|
| **2. Proposed Project Description** |  | **5** |  |  |  |  |  |
|
| **Appendix A: Project Selection** |  | **100** |  |  |  |  |  |
| **Appendix B: Team Leader Selection** |  | **50** |  |  |  |  |  |
| **Appendix C: Student Information Forms** |  | **50** |  |  |  |  |  |
| **Appendix D: Team Contract** |  | **100** |  |  |  |  |  |
| **Total Contribution** | | |  |  |  |  |  |
| **Individual Report Grade** | | |  |  |  |  |  |

Report Grade = /6

Table of Contents

[To updated automatic fields in Microsoft Word (which is displayed with a gray background when selected), select Edit > Select All (or press Ctrl+A) and press F9, or simply click on the field and press F9. This must be done separately for Headers and Footers. See Word help for more information.]

1. Team Profile 5

1.1 Team Members Overview 5

1.2 Team M embers Personality Types 5

1.3 Team members Skills and Qualifications 5

2. Proposed Project Description 5

3. Appendix A : Project Selection 5

4. Appendix B : Team Leader Selection 5

5. Appendix C : Student Information Forms 5

6. Appendix D: Team Contract 6

Project Proposal

[Text enclosed in square brackets and displayed in blue is included to provide guidance to the author and should be deleted before publishing the document.]

# Team Profile

## Team Members Overview

[A brief self-description about each team member including: name, skills, spoken language(s), and individual qualifications and strengths (such as: programming, design, presentation, documentation, management and organization). Also, name the selected team leader.]

## Team Members Personality Types

[Distribution: discuss the deferent personality types in the team. Use the following table to organize your information. Also show the number/percentage of team members for each MBTI identifier (E, I, S, N, T, F, J, P).]

|  |  |  |
| --- | --- | --- |
| **Personality Type** | **Type 1** | **Type n** |
| **Team Members** | *[List names of members with the personality type above]* |  |
| **Source of Conflict** | *[Features annoying to others]* |  |
| **Strengths** |  |  |
| **Weaknesses** |  |  |
| **Areas to Improve** |  |  |

## Team members Skills and Qualifications

[Extract data from the student information form to show team skills. (Use tables or graphs to show the data)]

# Proposed Project Description

[If you are proposing one of the projects described in the project ideas document, write the project name and describe it briefly and any possible modifications.]

# Appendix A: Project Selection

[This section includes all project selection process documents.]

# Appendix B: Team Leader Selection

[This section includes all Team leader selection process documents.]

# Appendix C: Student Information Forms

[This section includes all Team members’ student background information forms. Also, all Team Members Classes Schedules.]

# Appendix D: Team Contract

[This section includes the Team Contract.]

**Kuwait University**

**College of Engineering and Petroleum**

**Computer Engineering Department**

**CpE-221 Team Leader Selection**

**Team Name:**

**Member Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criterion** | **Weight**  **[Max. 10]** | **Candidate 1:** | **Candidate 2:** | **Candidate 3:** |
| **Vision** |  |  |  |  |
| **Presentation Skills** |  |  |  |  |
| **One-2-one and Group Communication Skills** |  |  |  |  |
| **Energy** |  |  |  |  |
| **Problem Solving Skills** |  |  |  |  |
| **Stress Management Skills** |  |  |  |  |
| **Conflict Resolution Skills [listening skills, fairness, etc]** |  |  |  |  |
| **Technical Skills** |  |  |  |  |
| **Professional CV** |  |  |  |  |
| **Ethical Standards** |  |  |  |  |
| **Other Skills** |  |  |  |  |
| **Total** |  |  |  |  |

**Member Recommendation & Reasoning:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Date

**Kuwait University**

**College of Engineering and Petroleum**

**Computer Engineering Department**

**CpE-221 Team Contract**

We, the undersigned members of Team \_\_\_\_\_\_\_\_\_\_, have fully discussed and reached consensus on the following items:

1. Methods of Communication:

[List all the methods of communication that will be used by our team, including individual’s commitments to those methods.]

2. Team Meetings:

a. List the time, location and goals of weekly scheduled team meetings.

Does each team member **commit** to contribute to all team meetings? (Circle and initial)

\_\_\_\_\_\_\_\_\_\_ yes No

\_\_\_\_\_\_\_\_\_\_ yes No

\_\_\_\_\_\_\_\_\_\_ yes No

\_\_\_\_\_\_\_\_\_\_ yes No

\_\_\_\_\_\_\_\_\_\_ yes No

b. What are the expectations and responsibilities of team members attending a meeting?

c. What action is required in advance if a team member must miss a meeting?

d. How will the non-attending team member’s contribution be captured in advance of the meeting?

3. Conflict Resolution:

The conflict resolution processes our team will employ include:

(Describe ways to reach consensus on items of disagreement)

4. The list of responsibilities that individuals have as members of the team.

5. The list of responsibilities that the team has to each of its individual members.

I fully commit to the items above and understand that contributing to the effectiveness of my team is required in this class.

Signed: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adapted from Teamwork and Working in Teams**

**Kuwait University**

**College of Engineering and Petroleum**

**Computer Engineering Department**

**Student Background Information**

Full Name:

Personality type:

E-mail:

1. A software development project requires people with many different skills. During the course you may have to act in several different capacities. For each software development role below, rate yourself on a letter grade scale (A - F) in the two categories shown.

|  |  |  |
| --- | --- | --- |
|  | Ability | Interest |
| Requirements Analyst / Customer Liaison:  Write the specifications for the system to be built |  |  |
| User Interface Designer:  Design the human-computer interface for the software |  |  |
| System Designer:  Create the system architecture and detailed design |  |  |
| Quality Assuror:  Assure the system meets all quality requirements |  |  |
| Project Librarian/Webmaster:  Organize and maintain all project documents |  |  |
| Project Manager:  Coordinate all development activities |  |  |

2. Describe any software development experience you have, particularly working in a group. Describe the nature and size of the project, how many people were in the group, your role, project duration, etc.

3. In one phrase, what is your strongest computer science skill?

4. What experiences have you had working as part of a team or in a group (if not mentioned in previous question)? (Include extracurricular or work experience as well as class related experience).

5. Briefly assess your writing skills. Mention any technical writing experience you've had.

6. In one sentence, why would a team want to have you as a member?